**Sun Safety Policy Example - Large Workplace**

There is a fact sheet on Sun Safety Policies that accompanies the policy examples. Please read the fact sheet first. The content of this document are examples only and require adaptation to individual workplace needs.

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| **Policy Name:** | **Sun Safety Policy** | | | | | |
| **Policy #:** | Policy XX | **Documents of Authority:** | Operational Policy Manual  - Safety Policies | | **Adopted Date:** | January 2016 |
| **Approval Authority:** | General Manager | | **Latest Revision**  **Date:** | November 30, 2015 | **Revised By:** | General Manager, HSC, Managers P&R and PW |
| **Responsible Manager:** | OHS Manager | | **Contact:** | OHS Lead - 2nd Floor City Hall | | |
| **Policy Application** | Senior Management and Supervision  Parks and Recreation Dept.  Public Works Dept. | | **Contact:** | Manager P&R and PW - 123 East Street Office | | |

1. **Policy Rationale**

It is an objective and a commitment of Large Example Corporation that all employees who are exposed to ultraviolet (UV) radiation and heat from the sun in the course of their duties be protected. Sun exposure is known to cause health effects ranging from mild to severe permanent illness and even death from heat stress or skin cancer.

The Management of Large Example Corporation are fully committed to this objective and it shall be achieved by maintaining a Sun Safety Policy and Program and ensuring the awareness and active participation of all employees in the Sun Safety Policy and Program.

All Employees shall adhere to the Sun Safety Policy and Program and its associated procedures. Prevention of over-exposure to the sun is the responsibility of every employee.

1. **Principles**

Large Example Corporation takes sun safety very seriously and shall take all due care and diligence required for the health and safety of employees as provided by law and the duty of care.

The Sun Safety Program has been developed by Management, the Health and Safety Committee and Employees of Large Example Corporation to ensure the greatest protection possible for employee’s from exposure to the sun.

The Policy and Program are maintained by yearly review, or on an as needed basis, by Management and the Health and Safety Committee. During these reviews, risk assessments shall be undertaken and any necessary control measures shall be implemented.

Employee comments on the Program and its effectiveness are valued and encouraged. The active participation and feedback from employees assist in improving and maintaining the Policy and Program.

1. **Scope**

This Policy applies to the Senior Level Management, General Manager, Labour Relations Manager, Health & Safety Manager, Health and Safety Committee, Department Supervisors and all Employees of Parks and Recreation and Public Works Departments. It also applies to all constructors and subcontractors.

1. **Responsibilities**

Large Example Corporation shall make every endeavor to reduce employees’ exposure to the sun by utilizing the Sun Safety Program as reviewed each year.

This includes the use of engineering controls, administrative controls, personal protective equipment, procedures, training and all required documentation as described in the Sun Safety Program. These procedures and practices are established using the best available science in conjunction with established health and safety principles utilizing the techniques of risk identification, assessment and control.

All employees shall follow this Policy and the Sun Safety Program. All employees shall protect themselves by utilizing the procedures in the Sun Safety Program. All employees shall report incidents of heat stress or sunburn to their immediate Supervisor.

All Supervisors shall ensure the application this Policy and the Sun Safety Program. Training shall be provided to employees in the spring of each year regarding the hazards of sun exposure and the Sun Safety Program.

The Occupational Health and Safety Lead shall provide training materials to Supervisors for education of employees regarding sun safety.

The Policy shall be reviewed on an annual basis.

1. **Definitions**

Sun Safety Program – The procedures and work practices that are utilized by Large Example Corporation and Employees to protect employees from exposure to the sun.

Heat Stress – the physiological response of the human body to excessive heat exposure and is characterized by the body’s inability to self-regulate body temperature. It can lead to a range of heat-induced health conditions, the most serious being heat stroke.

Skin cancer – is cancer of the skin. It is the most common form of cancer in the world and the leading type of cancer in Canada. Exposure to ultraviolet radiation, particularly from the sun, is the primary cause of skin cancer. Outdoor workers are at a much greater risk of skin cancer than are indoor workers. The main types of skin cancer are basal cell carcinoma, squamous cell carcinoma and melanoma. Most skin cancers (particularly the non-melanoma skin cancers) can be treated effectively if identified early. However, there are many deaths each year each year from skin cancer, with most of these from melanoma.

UV – Ultraviolet radiation

PPE – Personal protective equipment

1. **Resources**
2. Large Example Corporation Sun Safety Program
3. PPE List
4. Parks & Recreation Procedures Manual
5. Public Works Procedure Manuals
6. Rationales for Engineering Controls
7. Rationales for Administrative Controls
8. Tool Crib Sort Codes
9. Rules for Contractors
10. Resource – *SSAWC Training Presentations for Employees*
11. Resource – *SSAWC Training Presentations for Supervisors*
12. Resource – SSAWC *Safety Talks*
13. Resource – *SSAWC Posters*
14. Resource – *SSAWC Fact Sheets*
15. Resource – *SSAWC Example Roles and Responsibilities*

Visit sunsafetyatwork.ca for more information. This resource was prepared by Keith McMillan and Dr. Thomas Tenkate. Production of this resource has been made possible through financial support from Health Canada through the Canadian Partnership Against Cancer.